

ARLINGTON PUBLIC SCHOOLS

In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:

***Arlington School Committee
Standing Subcommittee: Facilities
Wednesday, August 26, 2020
2:00 PM***

Conducted by Remote Participation

<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>

Open Meeting

You are invited to a Zoom webinar:

When: Aug 26, 2020 02:00 PM Eastern Time (US and Canada)

Topic: School Committee Facilities Subcommittee

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_kFPXd04FTE2kZIWsFYc37Q

After registering, you will receive a confirmation email containing information about joining the webinar.

Approval of Minutes July 15, 2020

Discuss readiness of our buildings to reopen in the fall

- ***Discuss any areas in any Arlington School building where there are HVAC or other issues that may impede opening, the number of students and staff impacted by physical plant issues, and a plan to remedy any such physical plant issues, including a remote learning plan, which shall be in place until such buildings are ready to receive any impacted students and staff,***

New Business

Adjournment

The listings of matters are those reasonably anticipated by the Chair, which may be

discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.

Submitted by Jeff Thielman

Massachusetts law requires all open session meetings of public bodies to be accessible to members of the public, including those with disabilities. If you need reasonable accommodations in order to participate in the meeting, contact the Administrative Assistant to the Arlington School Committee Karen Fitzgerald at kfitzgerald@arlington.k12.ma.us in advance of the meeting.



Town of Arlington, Massachusetts

Meeting Location

Summary:

Conducted by Remote Participation

<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>

ATTACHMENTS:

Type	File Name	Description
Reference Material	Remote_Meeting_Script_(00022231xA050C).pdf	Remote Meeting script
Reference Material	Remote_Participation_Checklist_for_COVID-19_Emergency_(00022229xA050C).pdf	Remote Checklist
Reference Material	Supplement_re_Remote_Participation_During_Coronavirus_State_of_Emergency_-_Checklist_and_Script.pdf_(00022235xA050C)_(1)_(1).pdf	Remote Participation

DRAFT SCRIPT FOR REMOTELY CONDUCTED OPEN MEETINGS

Confirming Member Access:

As a preliminary matter, this is [identify meeting manager – Chair, support staff, etc.]. Permit me to confirm that all members and persons anticipated on the agenda are present and can hear me.

- Members, when I call your name, please respond in the affirmative. *State each members' name.*
- Staff, when I call your name, please respond in the affirmative. *State each staff members' name.*
- Anticipated Speakers on the Agenda, please respond in the affirmative. *State each anticipated speakers' name.*

Introduction to Remote Meeting:

Good morning/afternoon/evening. This Open Meeting of [Insert Public Body Name] is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."

In order to mitigate the transmission of the COVID-19 Virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely.

The Order, which you can find posted with agenda materials for this meeting allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Ensuring public access does not ensure public participation unless such participation is required by law. This meeting [will/will not] feature public comment.

For this meeting, [Insert Public Body Name] is convening by [telephone conference/video conference via Zoom App/Facebook Live/etc.] as posted on the Town's Website identifying how the public may join.

For "Zoom" Meetings

Please note that this meetings is being recorded, and that some attendees are participating by video conference.

Accordingly, please be aware that other folks may be able to see you, and that take care not to "screen share" your computer. Anything that you broadcast may be captured by the recording.

Meeting Materials

***For Novus Agenda-Supported Meetings:** All of the materials for this meeting, except any Executive Session materials, are available on the Novus Agenda dashboard, and we recommend the members and the public follow the agenda as posted on Novus unless I/The Chair notes otherwise.

***For Non-Novus Supported Meetings:** All supporting materials that have been provided members of this body are available on the Town's website unless otherwise noted. The public is encouraged to follow along using the posted agenda unless I/The Chair notes otherwise.

Meeting Business Ground Rules

We are now turning to the first item on the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

- **I/the Chair,** will introduce each speaker on the agenda. After they conclude their remarks, the Chair will go down the line of Members, inviting each by name to provide any comment, questions, or motions. Please hold until your name is called. Further,

- Please remember to mute your phone or computer when you are not speaking;
 - Please remember to speak clearly and in a way that helps generate accurate minutes
- For any response, please wait until the Chair yields the floor to you, and state your name before speaking.
- If members wish to engage in colloquy with other members, please do so through the Chair, taking care to identify yourself.
- For Items with Public Comment:

After members have spoken, the Chair will afford public comment as follows:

- The Chair will first ask members of the public who wish to speak to identify their names and addresses only;
 - Once the Chair has a list of all public commentators, I will call on each by name and afford 3 minutes for any comments.
- Finally, each vote taken in this meeting will be conducted by roll call vote.

[Any additional preliminary comments tailored to meetings]

REMOTE PARTICIPATION MEETING CHECKLIST

In Advance of Meeting

- ☐ All non-emergency items properly posted *at least* 48 hours in advance
- ☐ “Executive Order on Remote Participation” is posted with agenda
- ☐ All members received the same documents for meeting
- ☐ Supporting documents posted on Novus or Town website (does not have to be 48 hours in advance unless required by law)
- ☐ For meetings with public participation, encourage written public comments

Initiating Meeting

- ☐ Confirm that all Members are present and can hear each other
- ☐ Read Preamble to Remote Meetings
- ☐ Note materials for meeting available online through Novus or Town website for the public
- ☐ Introduce all members, staff, and persons on the agenda
- ☐ Cover “ground rules”

For “Zoom” Meetings

- ☐ Disable Chat Function for Participants
- ☐ Click “Record Meeting”
- ☐ Advise Participants that Meeting is Being Recorded
- ☐ Caution Participants About Screen Sharing

During Meeting

- ☐ Each speaker states their name before each presentation, comment, or question
- ☐ All votes taken by roll call
- ☐ Meeting Minutes reflect remote status

Technical Difficulties

- ☐ If technical difficulties arise, Chair suspends meeting while attempts to resolve are made
- ☐ Keep accurate minutes noting any disconnections and reconnections of members



**Town of Arlington
Legal Department**

Douglas W. Heim
Town Counsel

50 Pleasant Street
Arlington, MA 02476
Phone: 781.316.3150
Fax: 781.316.3159
E-mail: dheim@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Select Board

Cc: Town Committees and Commissions; Adam Chapdelaine, Town Manager; John Leone,
Town Moderator

From: Douglas W. Heim, Town Counsel

Date: March 18, 2020

Re: Supplement – Remote Meeting Checklist and Guidance

Please receive this Supplement to the Memoranda from this Office of March 11, 2020, and March 13, 2020 regarding the Town's options for conducting meetings during the coronavirus (or "COVID-19") State of Emergency in the Commonwealth.

As you will recall, meetings by telephone or video conference during the State of Emergency may proceed with all participants engaging remotely, so long as "alternative means of public access" is provided.¹ Public access can be provided by allowing the public to call in or otherwise join meetings remotely so that they can see and/or hear what takes place at remote participation meetings. To assist you in availing yourselves of these options, this Office has developed a checklist and script for Chairs and administrative support staff for remotely

¹ Certain hearings require additional consideration where public comment and/or participation is required.

conducted open meetings which you will find attached. These documents are intended as guides primarily to ensure the following:

- Accurate meeting minutes can be recorded;
- All other requirements of the Open Meeting Law are met;
- The public understands the modifications to the Open Meeting Law during the State of Emergency; and
- Chairs are able to effectively use new technologies such as the “Zoom” app effectively.

Please keep in mind that unlike some other users of teleconference or videoconference technology, it is essentially that a government body’s business can be accurately understood and recorded in meeting minutes, and that the public can follow along.

If specific circumstances of your meeting require further counsel, such as conducting an executive session by remote meeting, please contact this Office at your convenience for further support.



Town of Arlington, Massachusetts

Open Meeting

Summary:

You are invited to a Zoom webinar.

When: Aug 26, 2020 02:00 PM Eastern Time (US and Canada)

Topic: School Committee Facilities Subcommittee

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_kFPXd04FTE2kZlWsFYc37Q

After registering, you will receive a confirmation email containing information about joining the webinar.

Arlington School Committee
Facilities Subcommittee Meeting, July 15, 2020

Attendance

Subcommittee members: Jeff Thielman (Chair), Kirsi Allison-Ampe, M.D.

District administration: Dr. Kathleen Bodie (Superintendent), Jim Feeney (Interim Facilities Director), Michael Mason (CFO), Robert Spiegel (Chief Human Resources Director)

Arlington Education Assoc. Julianna Keyes (President)

Other Attendees Elizabeth Exton, Member, Arlington School Committee

Mr. Thielman called the meeting to order at 2:30 p.m.

Jim Feeney and Michael Mason gave an overview of work being done to ensure the district's ten school buildings have equipment and protocols in place to mitigate the risk of spreading Covid-19.

Mr. Feeney said challenges include sourcing products; many entities including other school districts are seeking to purchase cleaning devices, hand sanitizers, flexi-glass shields, and other equipment. There are challenges getting products from traditional suppliers.

The district is ordering decals for windows, doors, and floors to remind students and staff to keep a safe distance and wear masks. Decals will establish spacing queues and direct traffic flow in each building.

Mr. Feeney and his staff are finishing an inventory of all ventilation across the district to ensure sufficient fresh air is coming into each building and each classroom. There are no state standards for the quantity of fresh air flow into a building. An organization called ASHRAE, or the American Society of Heating, Refrigerating and Air-Conditioning Engineers, sets standard for HVAC equipment and is issuing guidance for schools this summer.

Mr. Feeney explained that "Merv" represents the efficiency ratings of HVAC equipment. Merv-13 is close to the standard for a medical setting.

Mr. Feeney said that there do not appear to be any significant issues with HVAC in the elementary schools or at the Gibbs Middle School. His team is examining HVAC systems at Ottoson Middle School and will have information later in the summer. He said there are issues with HVAC in some classrooms at Arlington High School, and he will have a report on these issues in August. The issue at AHS is there are varying vintages of equipment throughout the building.

An additional project this summer is estimating the amount of custodial care required to do a higher degree of cleaning this year compared to previous years.

Dr. Kirsi Allison-Ampe asked questions about the capacity of the HVAC equipment to handle Merv-13 filters. Mr. Feeney said some HVAC systems do, others do not. She asked about UV lights, and Mr. Feeney said engineers recommended using bipolar ionization instead. Dr. Allison-Ampe asked if DESE would be putting forth any standards for ventilation, and Mr. Feeney said he does not know if such guidance will be coming from the state.

Dr. Allison-Ampe asked if students can be expected to wipe and clean their desks, and Dr. Bodie said that would be an expectation, but this would not reduce the need for custodians.

Julianna Keyes asked that information about HVAC be given to the faculty as soon as it is available. She asked if trash cans will be emptied more frequently and if bottle filling stations will be put in place instead of water fountains.

Mr. Feeney said that the district is looking into replacing the water fountains.

Mr. Feeney said that his standard for HVAC is that each piece of equipment in every building needs to be working as intended. If that is the case, he will feel good about opening in September.

Dr. Bodie said that she will be getting information to parents, staff and the School Committee this week on facilities issues in APS schools.

The meeting adjourned at 3:45 p.m.



Town of Arlington, Massachusetts

Discuss readiness of our buildings to reopen in the fall

Summary:

- **Discuss any areas in any Arlington School building where there are HVAC or other issues that may impede opening, the number of students and staff impacted by physical plant issues, and a plan to remedy any such physical plant issues, including a remote learning plan, which shall be in place until such buildings are ready to receive any impacted students and staff,**



Town of Arlington, Massachusetts

New Business



Town of Arlington, Massachusetts

Adjournment



Town of Arlington, Massachusetts

Submitted by Jeff Thielman